

## *Southeastern Louisiana University* *On-Line Scheduling System*

The Southeastern Louisiana University Intramural Department has implemented a new On-Line Intramural Scheduling System.

Following are the steps that each Captain will need to take to login and disseminate information to the other members of your team.

1. Find out from the Intramural Department what your member number is.
2. Go to [http://spectrum/league/Login\\_Club\\_Member.aspx](http://spectrum/league/Login_Club_Member.aspx)
3. Enter SELU in the Club Name box and click OK
4. Enter the member number that you have been assigned
5. Fill in the info on the screen, this includes:  
  
Last Name, Date of Birth, Zip Code (this is whatever address/ zipcode that you have on file with the Registrars Office)
6. Enter and Confirm your password and click Submit.
7. You will need to tell your teammates what your member number is and what you set the password to. (I have set all of you up in view mode only, so set the password at something the whole team can remember, as for the member number I cannot change it so I suggest e-mailing your team the number so they all know what it is.)